



## **FIRE / SAFETY EVENTS**

### **Directive 3 - 105**

Date Issued: July 2013    Amends/Cancel: G.O. 08-05

---

#### **I. PURPOSE**

The purpose of this Directive is to ensure proper notification relating to Fire/Safety events.

#### **II. DEFINITION**

Fire/Safety Events

This list is not intended to be all inclusive, any event that has the potential to disrupt the daily operation of a DGS managed facility or any event that may get media attention should be reported. Examples of Fire/Safety events include:

- all fire/smoke detector alarms,
- any elevator malfunction requiring the elevator being placed out of service,
- anytime someone is trapped in the elevator, and
- any maintenance event requiring immediate attention such as; broken water pipes, power outages, broken windows or damage to doors, not allowing them to secure properly.

#### **III. POLICY**

All shift commanders will be responsible for proper notification during Fire/Safety events 24 hours a day, 365 days a year.

#### **IV. PROCEDURES**

Any time DGS-MCP receives a call for service involving a potential fire/safety hazard, the following individuals will be notified:

1. Detachment Commander or Assistant Commanders,
  - a. Upon receipt of a fire/safety event Detachment Commanders will notify the Chief of Police or the Deputy Chief as soon as possible.
  - b. Detachment Commanders will be responsible for maintaining a comprehensive and contemporary emergency contact list. This list will be located in the Police Communication Center as well as distributed to all supervisors.

2. Complex Superintendents or Assistant Superintendents, and
3. Complex Fire and Safety Officer(s).

**V. SUMMARY**

- A. Begin the notification process any time a situation is/was;
  - life threatening,
  - required a response from FOM, allied law enforcement, the fire department, a contractor, or
  - has the potential to be reported in the media.
- B. When in doubt, make the call.